



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	SENIOR INVENTORY MANAGEMENT CLERK
3	Posting Number	PN #109680
4	Department	Municipal Courts Administration
5	Division	Court Services
6	Section	All Sections
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All shifts, days, hours and holidays* *Subject to change
9	<b>DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS</b> Will be performing scanning and/or processing of court transactions Performs a variety of clerical functions as needed. This includes serving as an official of the court; processing paperwork and complaints; verifying data to ensure accuracy; general data entry activities from source documents. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	<b>WORKING CONDITIONS</b> General office environment. Requires the ability to follow work assignments, and to operate computers and other office equipment; to sit or stand for long periods of time in front of a terminal or counter; occasional lifting of up to 40 pounds.	
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a high school diploma or GED.	
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Two (2) years of experience in customer service, general clerical duties, cashiering, courtroom, or other related areas.	
13	<b>MINIMUM LICENSE REQUIREMENTS</b> None	
14	<b>PREFERENCES</b> Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, etc). Prior scanning and/or processing of court documents is highly preferred.	
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None. However, the department may administer and the applicant must successfully complete a computer skills assessment	
16	<b>SAFETY IMPACT POSITION</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 12</div><div>\$789.00 - \$1,415 Biweekly</div><div>\$20,514 - \$36,790 Annually</div></div>	
18	<b>OPENING DATE</b>	March 29, 2006
19	<b>CLOSING DATE</b>	April 4, 2006
20	<b>APPLICATION PROCEDURES</b> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 <sup>st</sup> floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b>  An equal opportunity employer	